



# RIGHT OF WAY PERMIT CHECKLIST FOR INSURANCE SUBMITTALS E-11C

*Development Services*  
**Engineering Department**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

The Carlsbad Municipal Code requires that the applicant (1) provide proof of liability insurance and (2) name the City of Carlsbad as additional insured on the policy.

**Proof of insurance is in the form of a certificate of insurance. Naming the city as additional insured requires an endorsement to the policy. The endorsement is a requirement of insurance companies, and is an additional sheet. The policy number must be on the endorsement.**

The checklist below is provided to help you comply with these two requirements.\*

## CERTIFICATE OF INSURANCE

- ☐ \$1 million (or amount determined by city) single limit general liability insurance
- ☐ Date(s) of the permit work falls within the "policy effective" and "policy expiration" dates
- ☐ Named insured must be consistent with permittee information on the permit application
- ☐ Certificate holder address:

City of Carlsbad  
Engineering Department  
1635 Faraday Avenue  
Carlsbad, CA 92008

## ENDORSEMENT

- ☐ "The City of Carlsbad, its officers, employees and volunteers are named as additional insured." NO RESTRICTIVE WORDING is acceptable, other than to restrict the coverage to liability arising out of the operations of the insured.

\* THE INSURANCE MUST BE IN A FORM ACCEPTABLE TO THE CITY AND THIS CHECKLIST IS NOT AN ALL INCLUSIVE LIST OF THE CITY'S REQUIREMENTS.